

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1739 **TITLE:** ASSISTANT CONTRACT SPECIALIST **GRADE:** S-14

DEFINITION:

Under general supervision, administers routine contracts, performs routine purchasing actions, and provides technical and administrative support for the procurement and purchasing of supplies, materials, services and/or equipment in a County-wide capacity; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Assistant Contract Specialist is distinguished from the Contract Specialist I in that the Assistant Contract Specialist performs routine aspects of the purchasing process and contract administration and provides technical and administrative support, whereas the Contract Specialist I is assigned professional buying functions such as contract and vendor analysis, price and terms negotiations and final purchase decision-making. The Assistant Contract Specialist is distinguished from the Assistant Buyer in that the Assistant Buyer performs routine transactional and administrative aspects of the procurement process, whereas the Assistant Contract Specialist provides technical administrative support to a team of Contract Specialists and has oversight for less complex procurement activities.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)

Monitors contract expiration and prepares contract amendments for routine renewal actions;
Prepares informal solicitations and invitation for bid (IFB) for less complex procurement actions;
Prepares sole source and emergency determination and findings for routine procurement actions;
Reviews and converts various requisition to purchase orders using an automated purchasing and inventory management system;
Approves valid purchase orders up to \$30,000;
Solicits price quotes and estimated delivery dates for informal procurements under \$50,000 and uses eVA (Virginia state's electronic procurement system) for quick quotes over \$10,000;
Determines the most favorable bid based on the quoted price, specifications, and delivery time;
Prepares routine procurement correspondence for team of contract specialists;
Prepares bid tabulation, analyzes results, and makes recommendation for award;
Prepares addendums and amendments to bids and contracts as necessary;
Performs data entry of contracts in automated purchasing system;
Informs requisitioning departments of the availability of comparable alternate items and sources;
Serves as a liaison between the user department and the Department of Purchasing and Supply Management;
Resolves routine procurement problems regarding incorrect or late orders;
Assists in the writing of specifications and invitations for sealed bids;
Prepares, assembles, and maintains contract folders for accuracy and completeness;
Scan documents into the virtual contract file (VCF) as required;
Responsible for departmental contract records management/archiving function.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

Knowledge of general business office practices and organization;
Knowledge of purchasing contract practices and procedures;
Ability to learn and apply the principles of governmental purchasing;
Ability to use sound judgment in making decisions;
Ability to compare and analyze costs and specifications;
Ability to maintain effective work relationships with contractors, team members, and internal customers;
Ability to operate a personal computer and an automated purchasing/inventory management system;
Ability to compose general contract documents and correspondence.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to the following: High school graduation or a G.E.D. issued by a state department of education; PLUS
Two years of purchasing or materials management experience. OR Associate Degree in business administration or related field.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

Certain positions with financial responsibility within this class may be subject to criminal history record checks and/or credit checks as a condition of hiring and periodically thereafter, as determined by the department head. An applicant or employee may be required to submit a request for a criminal history record check and/or credit check to the appropriate agency. Applicants and employees within these select positions must demonstrate financial responsibility in personal finances as a condition of employment.

ESTABLISHED: October 9, 2009